



## Development Services Agency

John R. Kasich, Governor

David Goodman, Director

April 19, 2017

Nelson Burns, President and CEO  
Coleman Professional Services, Inc.  
5982 Rhodes Road  
Kent, Ohio 44240

Subject: Monitoring Notice; Homeless Crisis Response Program; Grant Number: S-L-15-7GJ-2;  
Supportive Housing Program; Grant Number: S-Y-15-7GJ-1

Dear Mr. Burns:

On May 19, 2017, at approximately 11:30 a.m., Michael Burris will visit Coleman Professional Services, Inc. to monitor the above-listed grants to ensure that Coleman Professional Services, Inc. is carrying out the OCD-approved grants as described in the grantee's applications, in accordance with applicable laws and regulations, and in a timely manner. The following information will be reviewed: project progress/completion and corresponding outcomes, program administration, and financial management, including internal control procedures and/or recordkeeping.

An entrance interview will be conducted prior to the monitoring followed by an exit interview at the conclusion. Also, please allow time for a facility site visit. Staff responsible for specific items to be reviewed should be available during the monitoring visit.

A copy of the review tool that will be completed during the monitoring visit may be found at <http://bit.ly/shmonitoring> (Supportive Housing Monitoring Tool). In preparation for the monitoring, the agency should have available for review:

- Policies and procedures (pages 3 and 7 of the Monitoring Tool)
- Financial processes (page 4 of the Monitoring Tool)
- Client files and outcomes for the grants to be monitored for the specific program (pages 13-17 of the Monitoring Tool)
- A list of expenditures charged to each grant activity as well as items needed to conduct a cash disbursements test (page 5 of the Monitoring Tool)

Please note that not all pages of the posted monitoring tool may be applicable since some are program-specific.

In addition, the agency's implementation of the Homeless Management Information System (HMIS) will be reviewed (pages 9-12 of the Monitoring Tool). As part of the HMIS review, the agency should run, for both grants, HMIS-generated Annual Progress Reports (APRs) for the period of January 1, 2016 through May 1, 2017.

Once the monitoring visit is complete, OCD will notify Coleman Professional Services, Inc., in writing, of any conclusions made as a result of the visit, and provide technical assistance to resolve any noted deficiencies.

Questions regarding the monitoring visit should be directed to Michael Burris at (614) 466-7381.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Gary", is written over the word "Sincerely,".

Scott Gary, Supportive Housing Manager  
Office of Community Development

SG/MB

c: Tammy Holder, Coleman Professional Services, Inc.  
OCD: Kimberly Alexander  
Monitoring File